



CITY OF WESTMINSTER

EMPLOYMENT OPPORTUNITY

COMMUNITY OUTREACH WORKER

(Part Time – 15 hrs/week)

Final Filing Date: Until Filled

Salary: \$10.86 - \$13.99/hr
BILINGUAL –VIETNAMESE
(Grant Funded)

Definition

Under the direct supervision of the Family Resource Center Supervisor, performs assigned tasks related to the services provided by the Family Resource Center. This position is grant funded on a year-to-year basis.

Duties and Responsibilities

Informs volunteers and program participants of services available at the Family Resource Center; assists in the implementation of education and program activities; assists in compiling and planning daily, monthly and yearly calendar; compiles and submits monthly reports, statistics and other information; maintains client files; conducts follow-up reports, refers clients to programs, services and workshops; develops and implements a comprehensive outreach strategy to inform the community about the services available at the Center using media and written material; conducts presentations to neighborhood groups and community organizations to promote the Center's programs and services; trains and schedules volunteers.

Knowledge of

Problems and resources of the community; community and public relations techniques; computers and software programs; modern office methods, practices and equipment including record keeping procedures.

Ability to

Communicate effectively both orally and in writing in Vietnamese as well as English; establish and maintain effective working relationships with the public and staff members; provide quality customer service; learn and comprehend various computer software programs; maintain accurate and concise records; maintain confidentiality of information about clients.

Education/Experience

Bachelor's Degree in Human Services or related field; knowledge of the child welfare system; two years of community experience if preferred; or three years of community experience working directly with families in crisis in the Human Services or related field. Bilingual English/Vietnamese is preferred and proficiency in English is required.

Testing

Those applicants possessing the most desired qualifications will be invited to participate in the examination process. Applicants must pass all testing phases, including a medical examination/drug testing.

A City of Westminster employment application form is required and may be obtained from the City Website: www.westminster-ca.gov and/or the City's Personnel Department at 8200 Westminster Blvd. Westminster, CA 92683. Resumes will not be accepted in lieu of required City application. Return application to the Family Resource Center (7200 Plaza Street - Sigler Park) or City Hall (8200 Westminster Blvd). Postmarks or faxed applications are not accepted.

The provisions of this bulletin and the application form do not constitute an implied contract; these provisions may be modified or revoked without notice.

The City of Westminster does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or handicapped status in employment or the provision of services. Equal Opportunity Employer.